

# Functional Requirements List

## 3. TVS System Features

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ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
<b>REQ 3.01</b>	<b>Setup an Agency</b>						
REQ 3.01.001	Setup an Agency	The system must allow an agency to be entered into the system.	Admin		Current	Essential	OKCOM
<b>REQ 3.02</b>	<b>Inactivate an Agency</b>						
REQ 3.02.001	Inactivate an Agency	The system must allow an agency to be inactivated from the system.	Admin		Current	Essential	OKCOM
<b>REQ 3.03</b>	<b>Setup a User</b>						
REQ 3.03.001	Setup a User	The system must allow a user to be entered into the system by an agency or system administrator.	Admin		Current	Essential	OKCOM
<b>REQ 3.04</b>	<b>User Profile Information</b>						
REQ 3.04.001	User Profile Information	The system must allow a requestor to enter, view, and / or change their profile information.	Admin	Profile	Current	Essential	Additional Profile Information to be determined OKCOM
REQ 3.04.002	User Profile Information	The system must allow an agency administrator to enter, view, and / or change the user profile information.	Admin	Profile	Current	Essential	OKCOM
REQ 3.04.003	User Profile Information	The system must allow the system administrator to enter, view, and / or change the user profile information.	Admin	Profile	Feature	Essential	Currently a programmer can only assign Agency designation and initial setup of system administrator. All other profile information can be entered. OKCOM
REQ	User Profile	The system must allow an agency or	Admin	Retain Transaction History	Feature	Essential	Example: Name change due

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3.04.004	Information	system administrator to change a user's 'User ID' without the user losing access to their current or previously completed approval, payment and profile information.					to marriage. OKCOM!
<b>REQ 3.05</b>	<b>Inactivate User Account</b>						
REQ 3.05.001	Inactivate User Account	The system must allow a user's account to be inactivated and reactivated by an agency or system administrator	Admin		Current	Essential	OKCOM
<b>REQ 3.06</b>	<b>Transfer Profile Information</b>						
REQ 3.06.001	Transfer Profile Information	The system must allow a system administrator to transfer a user's profile information from one state agency to another.	Admin		Feature	High	Dependent on Architecture - may not have user designate agency  OKCOM
<b>REQ 3.07</b>	<b>Pre-Approval Request</b>						
REQ 3.07.001	Pre-Approval Request	The system must allow a preparer or requestor to enter, view, and / or change pre-approval information.	Basic Data Entry & Change	SPLIT	Feature	Essential	OKCOM
REQ 3.07.002	Pre-Approval Request	The system must validate meal, lodging & mileage rates, at time of proposed travel date and location.	Enter & Validate Data	SPLIT	Feature	Essential	Many of the itinerary edits are date & time dependent OKCOM
REQ 3.07.003	Pre-Approval Request	The system must allow the preparer or requester to inactivate their request at any time. The system will respond by no longer displaying the inactivated request.	Inactivate - Reactivate	SPLIT Need to describe where the request is no longer displayed. Goes with status display	Feature	High	This is not a request for payment. Only an approval to incur reimbursable costs. ISS
REQ	Pre-Approval	The system must notify the preparer	Enter & Validate	Rates	Feature		BR-10.009 Lodging

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3.07.004	Request	or requestor when a request exceeds the standard reimbursement rate available in the system database.	Data	(Need to specific what rates – per diem, mileage)		Essential	BR-10.011 Meals OKCOM
REQ 3.07.005	Pre-Approval Request	The system must provide a method for a user to enter comments and explanations.	Enter & Validate Data	Comments	Feature	High	OKCOM
REQ 3.07.006	Pre-Approval Request	The system must provide a method for a user to view comments and explanations.	Review	Comments	Feature	High	Users involved in workflow OKCOM
REQ 3.07.007	Pre-Approval Request	The system must allow a preparer to complete a pre-approval request on behalf of a requestor.	Roles & Responsibilities Assignments	Preparer	Feature	Essential	Dependent on analysis of Internal Controls OKCOM
REQ 3.07.008	Pre-Approval Request	The system must notify the preparer or requestor when a receipt is required for reimbursement.	Enter & Validate Data	Receipts	Current	Medium	BR-10.009 & BR-10.010 OKCOM
REQ 3.07.009	Pre-Approval Request	The system must require a preparer or requestor to obtain approval when lodging amounts are expected to exceed the standard reimbursement rate.	Enter & Validate Data	Lodging Exceeds Standards  DOES THE SYSTEM REQUIRE OR DOES THE SYSTEM KEEP A RECORD OF WHETHER APPROVAL IS GRANTED BEFORE USER CAN GO FORWARD OR DOES IT JUST NOTIFY	Feature	Essential	BR-10.015 OKCOM
REQ 3.07.010	Pre-Approval Request	The system must provide, as a guide to a preparer or requestor, the distance between selected travel points within Washington State.	Enter & Validate Data	Distances – Point to Point	Feature	Medium	BR-10.024 ISS
REQ 3.07.011	Pre-Approval Request	The system must allow the preparer or requestor to enter vicinity or local miles expected to be incurred.	Enter & Validate Data	Distances – Vicinity CHANGE MILES TO DISTANCE	Current	Medium	BR-10.025 ISS
REQ	Pre-Approval	The system must allow a preparer or	Enter & Validate	Distances – Point to Point	Current	Essential	BR-10.026

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3.07.012	Request	requestor to edit system-provided point-to-point mileage.	Data	CHANGE MILEAGE TO DISTANCES			ISS
REQ 3.07.013	Pre-Approval Request	The system must allow a preparer or requestor to enter miscellaneous travel expenses.	Enter & Validate Data	Distances – Point to Point CHANGE MILEAGE TO DISTANCES	Current	Essential	BR-10.029 OKMOD
REQ 3.07.015	Pre-Approval Request	The system must allow a preparer or requestor to enter the estimated dates of travel	Enter & Validate Data	Dates & Times	Current	Essential	BR-10.039 OKCOM
REQ 3.07.016	Pre-Approval Request	The system must allow a preparer or requestor to enter the mode of transportation and estimated transportation costs for the proposed trip.	Enter & Validate Data	Mode  SPLIT Transportation Costs	Feature	Essential	BR-10.023 & BR-10.028 OKCOM
REQ 3.07.017	Pre-Approval Request	The system must allow a preparer or requestor to enter the purpose of the proposed trip.	Enter & Validate Data	Purpose	Feature	Essential	BR-10.034 OKCOM
REQ 3.07.018	Pre-Approval Request	The system must allow a preparer or requestor to enter the itinerary and content of the proposed trip.	Enter & Validate Data	Itinerary WHAT'S CONTENT? DO WE MEAN REIMBURSEABLE ITEMS?	Feature	Essential	BR-10.034 (?) OKCOM
REQ 3.07.019	Pre-Approval Request	The system must allow an inactive voucher to be reactivated and available for use.	Inactivate - Reactivate	Reuse	Feature	Essential	OKCOM
REQ 3.07.020	Pre-Approval Request	The system must allow approvers involved in the workflow to change pre-approval information.			Feature	Essential	
3.07.021	Pre-Approval Request	The system must allow an approver to view an inactive voucher.			Current	Essential	
3.07.022	Pre-Approval Request	The system must allow fiscal to view an inactive voucher.			Current	Essential	

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<b>REQ 3.08</b>	<b>Reimbursement Request</b>						
REQ 3.08.001	Reimbursement Request	The system must allow a preparer or requestor to enter, view, and / or change reimbursement information.	Basic Data Entry & Change		Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM
REQ 3.08.002	Reimbursement Request	The system must validate, at the time of preparer or requestor input, reimbursement rates and amounts entered by the preparer or requestor.	Enter & Validate Data	WHAT RATES? SPLIT	Feature	Essential	Many of the Business Rules are date & time dependent Example – 3 Hour Rule  Input edits would be limited to the extent of agency, state and federal rates and amounts that have been entered into the system database. OKCOM
REQ 3.08.003	Reimbursement Request	The system must display in the reimbursement request, the data fields previously completed during the pre-approval and / or pre-payment process (i.e. Travel advance).	Enter & Validate Data	Data Carryover From Prior Function	Feature	Essential	Focus is on reducing preparer / requestor input of the same information used in the pre-approval process OKCOM
REQ 3.08.004	Reimbursement Request	The system must allow the preparer or requestor to inactivate their request if it has not been processed for payment. After the preparer or requestor inactivation, the system will no longer display the inactivated request.	Inactivate - Reactivate	SPLIT Need to describe where the request is no longer displayed. Goes with status display	Current	Essential	Request could not be cancelled once payment has been issued. OKCOM
REQ 3.08.005	Reimbursement Request	The system must notify preparers or requestors when a request exceeds the standard reimbursement rate	Enter & Validate Data	Rates (Need to specific what rates – per diem, mileage)	Feature	Essential	BR-10.009 Lodging BR-10.011 Meals OKCOM

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		allowable and make the rate available for edit within the voucher.					
REQ 3.08.006	Reimbursement Request	The system must provide a method for a user to enter comments and explanations.	Enter & Validate Data	Comments	Current	Essential	OKCOM
REQ 3.08.007	Reimbursement Request	The system must provide a method for a user to view comments and explanations.	Review	Comments	Current	Essential	OKCOM
REQ 3.08.008	Reimbursement Request	The system must allow a preparer to complete a reimbursement request on behalf of a requestor.	Roles & Responsibilities Assignments	Preparer	Current	Essential	OKCOM
REQ 3.08.009	Reimbursement Request	The system must restrict the fiscal user, on a daily basis, from assigning duplicate batch numbers.	Enter & Validate Data	Accounting Batch Numbers	Current	Essential	OKCOM
REQ 3.08.010	Reimbursement Request	The system must provide to the user, the current in-state rates for the period of travel.	Enter & Validate Data	WHAT RATES? SPLIT	Current	High	Currently done for TVS on lodging, Per Diem, auto mileage rate BR-10.011 BR-10.023 ISS OKCOM
REQ 3.08.011	Reimbursement Request	The system must allow the preparer or requestor to enter the total per diem allowance for a given location that is unknown to the system and the system shall calculate the breakfast, lunch and dinner amounts based on state-wide business rules.	Enter & Validate Data	Per Diem	Feature	High	BR-10.019 Example – Out of State Per Diem. Total is input by preparer / requestor and system calculates B,L,D. OKCOM
REQ 3.08.013	Reimbursement Request	The system must notify the preparer or requestor that a receipt is required for lodging reimbursement.	Enter & Validate Data	Receipt	Current	Essential	BR-10.009 & BR-10.010 OKCOM
REQ	Reimbursement	The system must allow a requestor to	Enter & Validate	Taxes Required	Current	Essential	BR – 10.012

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3.08.014	Request	be reimbursed for taxes paid for lodging.	Data				OKCOM
REQ 3.08.015	Reimbursement Request	The system must apply the business rules that allow a requestor to exceed the standard lodging amounts.	Enter & Validate Data	Rates – Lodging	Current	Essential	BR – 10.013 & BR-10.014 OKCOM
REQ 3.08.016	Reimbursement Request	The system must verify that prior approval for lodging amounts that exceed the standard reimbursement rate was obtained	Enter & Validate Data	Lodging Exceeds Standards	Feature	Essential	BR-10.015 OKCOM
REQ 3.08.017	Reimbursement Request	The system must enforce the business rules that apply for a requestor's meal reimbursement rate on their last day of travel.	Enter & Validate Data	Rates – Meals	Current	Essential	BR-10-021 OKCOM
REQ 3.08.018	Reimbursement Request	The system must identify requestor's meal payments that are subject to federal taxation.	Enter & Validate Data	Taxes Required	Feature	High	For the current system, taxable meals are identified by the preparers / requestors, not the system. BR-10.022 OKCOM
REQ 3.08.019	Reimbursement Request	The system must provide, as a guide to the preparer or requestor, the distance (mileage) between selected travel points or round trip within Washington State.	Enter & Validate Data	Distances – Point to Point	Current	Essential	BR-10.024 Point to Point mileage OKCOM
REQ 3.08.020	Reimbursement Request	The system must allow the preparer or requestor to enter vicinity or local miles traveled and eligible for reimbursement.	Enter & Validate Data	Distances - Vicinity	Current	Essential	BR-10.025 OKCOM
REQ 3.08.021	Reimbursement Request	The system must allow a preparer or requestor to edit system provided point-to-point mileage.	Enter & Validate Data	Distances – Point to Point CHANGE MILEAGE TO DISTANCES	Current	Essential	BR-10.026 OKCOM
REQ 3.08.022	Reimbursement Request	The system must allow a preparer or requestor to enter miscellaneous	Enter & Validate Data	Expenses - Miscellaneous	Current	Essential	BR-10.029 OKCOM

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		travel expenses.					
REQ 3.08.024	Reimbursement Request	The system must allow a preparer or requestor to enter the exact time of the itinerary arrivals and departures.	Enter & Validate Data	Dates & Times	Current	Essential	BR-10.039 OKCOM
REQ 3.08.025	Reimbursement Request	The system must allow approvers involved in the workflow to change reimbursement information.	Change Data	Approver Changes	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM
REQ 3.08.026	Reimbursement Request	The system must allow the fiscal user involved in the workflow to change reimbursement information.	Change Data	Fiscal User Changes	Current	Essential	Lodging BR-10.009 Lodging Tax BR-10.012 & BR-10.010 ISS OKCOM
REQ 3.08.027	Reimbursement Request	The system must provide to the user, the current out-of-state rates for the period of travel.	Enter & Validate Data	Rates – Out of State	Feature	High	BR-10.011 BR-10.023 OKCOM
3.08.028	Reimbursement Request	The system must allow the preparer or requestor to indicate that a meal was provided and is not reimbursable.	Enter & Validate Data	Meals – Provided	Feature	Essential	BR-10.019 OKCOM Dietary Exceptions ?
REQ 3.08.029	Reimbursement Request	The system must allow an inactive voucher to be reactivated and available for use.	Inactivate - Reactivate	Reuse	Feature	Essential	OKCOM
REQ 3.08.030	Reimbursement Request	The system must allow an approver to view an inactive voucher.			Current	Essential	
REQ 3.08.031	Reimbursement Request	The system must allow fiscal to view an inactive voucher.			Current	Essential	

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<b>REQ 3.09</b>	<b>Pre-Payment Request</b>						
REQ 3.09.001	Pre-Payment Request	The system must allow a preparer or requestor to enter, view, and / or change pre-payment information.	Basic Data Entry & Change		Feature	Essential	BR-10.006 BR-10.007 Br-10.008 OKCOM
REQ 3.09.002	Pre-Payment Request	The system must validate, at the time of preparer or requestor input, the in-state pre-payment request rates and amounts entered by the preparer or requestor.	Enter & Validate Data	WHAT RATES? SPLIT	Feature	Essential	Many of the Business Rules are date & time dependent  Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.003	Pre-Payment Request	The system must allow the preparer or requestor to inactivate their request if it has not been processed for payment. After the preparer or requestor inactivation, the system will no longer display the inactive request.	Inactivate - Reactivate	SPLIT Need to describe where the request is no longer displayed. Goes with status display	Feature	Essential	ISS
REQ 3.09.004	Pre-Payment Request	The system must notify the preparer or requestor when an in-state request exceeds the standard reimbursement rate available in the system database.	Enter & Validate Data	Rates (Need to specific what rates – per diem, mileage)	Feature	Essential	BR-10.009 Lodging BR-10.011 Meals OKCOM Charges would be accepted.
REQ 3.09.007	Pre-Payment Request	The system must allow a preparer to complete a pre-payment request on behalf of a requestor.	Roles & Responsibilities Assignments	Preparer	Feature	Essential	OKCOM
REQ 3.09.008	Pre-Payment Request	The system must notify the preparer or requestor when a receipt is required for reimbursement.	Enter & Validate Data	Receipt	Feature	Medium	BR-10.009 & BR-10.010 ISS add additional business rules
REQ 3.09.009	Pre-Payment Request	The system must apply the business rules that allow a preparer or requestor to exceed the standard	Enter & Validate Data	Rates - Lodging	Feature	Essential	BR – 10.013 & BR-10.014 ISS

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		lodging amounts.					
REQ 3.09.010	Pre-Payment Request	The system must require a requestor to obtain prior approval for lodging amounts that exceed the standard reimbursement rate.	Enter & Validate Data	Lodging Exceeds Standards	Feature	Essential	BR-10.015 ISS
REQ 3.09.011	Pre-Payment Request	The system must allow an approver to enter, view, and / or change pre-payment information.	Basic Data Entry & Change		Feature	Essential	BR-10.006 BR-10.007 Br-10.008  OKCOM
REQ 3.09.012	Pre-Payment Request	The system must allow fiscal to enter, view, and / or change pre-payment information.	Basic Data Entry & Change		Feature	Essential	BR-10.006 BR-10.007 Br-10.008 OKCOM
REQ 3.09.013	Pre-Payment Request	The system must validate, at the time of preparer or requestor input, the out-of-state pre-payment request rates and amounts entered by the preparer or requestor.	Enter & Validate Data	Rates – Out of State	Feature	High	Many of the Business Rules are date & time dependent  Edits would be limited to what agency, state and federal rates have been loaded into the system database. OKCOM
REQ 3.09.014	Pre-Payment Request	The system must allow the agency administrator to designate a default percentage of estimated expense for prepayment.	Prepay as a Percentage of Estimated Expense	Prepay Percentage Default	Feature	High	OKCOM
REQ 3.09.015	Pre-Payment Request	The system must allow the approver/fiscal to designate a percentage of estimated expense for prepayment.	Prepay as a Percentage of Estimated Expense	Prepay Percentage Default	Feature	High	OKCOM
REQ 3.09.016	Pre-Payment Request	The system must allow an inactive voucher to be reactivated and available for use.	Inactivate - Reactivate	Reuse	Feature	Essential	OKCOM

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REQ 3.09.017	Pre-Payment Request	The system must provide a method for a user to view comments and explanations.			Current	Essential	
REQ 3.09.018	Pre-Payment Request	The system must provide a method for a user to enter comments and explanations.			Current	Essential	
REQ 3.09.019	Pre-Payment Request	The system must allow an approver to view an inactive voucher.			Current	Essential	
REQ 3.09.020	Pre-Payment Request	The system must allow fiscal to view an inactive voucher.			Current	Essential	
<b>REQ 3.10</b>	<b>Account Coding</b>						
REQ 3.10.001	Account Coding	The system must allow a user to enter all account coding fields that are used in state's General Ledger & Payment System during the pre-approval, pre-payment, and reimbursement process.	Enter & Validate Data	DELETE	Current	Essential	OKCOM DEL
REQ 3.10.002	Account Coding	The system must allow a user to enter and / or change account-coding information upon and / or after input of pre-approval, pre-payment and reimbursement information.	Basic Data Entry & Change		Current	Essential	Input / Change of account coding information would occur before request is submitted for payment OKCOM
REQ 3.10.003	Account Coding	The system must allow a user to enter account-coding information.	Basic Data Entry & Change	SAME AS 3.10.002 above	Feature	Essential	TEMS must be able to adapt to other GL and Payment systems OKMOD
REQ 3.10.005	Account Coding	The system must allow an agency or system administrator to restrict any specific user or class from entering account code information.	Roles & Responsibilities Assignments	Account Code Entry	Feature	Essential	OKCOM

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REQ 3.10.006	Account Coding	The system must provide an agency or system administrator the ability to specify in what order or sequence the account coding fields will be displayed for input.	Admin	Account Code Block	Feature	High	Currently only an administrative function OKCOM
REQ 3.10.008	Account Coding	The system must provide in-state, out-of- state, mileage, miscellaneous, and taxable subtotals and a grand total for the amount of the pre-approval, pre-payment and reimbursement request.	Enter & Validate Data	REWORD – Provide subtotals for the account block columns	Current	Essential	OKCOM Helps fiscal staff code sub objects as well as balance to code.
REQ 3.10.009	Account Coding	The system must provide the fiscal users the ability to make account-coding adjustments that increase or decrease the reimbursement amount.	Enter & Validate Data	Account Block	Feature	Essential	Currently can only decrease amount ISS
REQ 3.10.010	Account Coding	The system must provide the preparer, requestor, or approver the ability to make account-coding adjustments that decrease the reimbursement amount.	Enter & Validate Data	Account Block	Current	Essential	ISS
REQ 3.10.019	Account Coding	The system must have the ability to adjust the expense reimbursement and account coding.	Change Data	?? WHO?	Current	Essential	OKCOM
REQ 3.10.020	Account Coding	The system must allow for configurable account coding blocks.	Enter & Validate Data	Account Code Block	Feature	Essential	OKCOM
<b>REQ 3.11</b>	<b>Payment Approval</b>						
REQ 3.11.001	Payment Approval	The system must provide the necessary data and payment information to all fiscal users and approvers so the review / approval and account-coding process can be completed.	Review	Data Available	Current	Essential	BR-10.002 Approval for Reimbursement Required for Travel OKCOM Refer to data model for specific information

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REQ 3.11.002	Payment Approval	The system must allow multiple fiscal users the ability to access, review any pending payment request, but must restrict approval and changes of a request to only one fiscal user at a time.	Approval	Single User Changes	Current	Essential	Fiscal Group OKCOM  NOTE: Only one fiscal user at a time is allowed to make changes to the request. ISS In conjunction with 3.11.004 only one user can change at a time, other users will have read only access
REQ 3.11.003	Payment Approval	The system must provide the user with the most recent version of a current payment request.	Review	Data Available	Current	Essential	OKCOM
REQ 3.11.005	Payment Approval	The system must not allow the preparer or requestor requesting payment to approve the payment.	Approval	Limitations	Current	Essential	OKCOM
REQ 3.11.006	Payment Approval	The system must indicate to users the payment request status.	Status	Status Display	Current	Essential	'Processed for Payment' status ISS Split the current requirement into two different requirements OKCOM
REQ 3.11.007	Payment Approval	The system must validate if the account-coding amount agrees with the payment request amount before the request is released for payment. If the amounts do not agree, the system must notify the fiscal user of the difference and allow the fiscal user to either correct or inactivate the operation.	Enter & Validate Data	Account Reconciliation	Current	Essential	OKCOM

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REQ 3.11.008	Payment Approval	The system must inquire the preparer or requestor, when an initial travel lodging reimbursement request has been made, if lodging receipts or required documents have been obtained. Once a preparer or requestor has acknowledged that receipts or required documents have been obtained, the system no longer needs to inquire.	Enter & Validate Data	Receipt	Current	Essential	BR-10.010 OKMOD Different agency use different process for handling receipts or required documents Drill in later.
REQ 3.11.009	Payment Approval	The system, after inquiring if the approver has obtained lodging receipts, must allow the approver to indicate they have not obtained the lodging receipts and not allow the approver to continue processing the payment request.	Enter & Validate Data	Receipt	Current	Essential	ISS
REQ 3.11.010	Payment Approval	The system must identify reimbursement requests that require receipt documentation per the selected business rules, but the approvers have indicated that 'receipts' have not been obtained.	Enter & Validate Data	Receipt	Current	Essential	Flag – no receipts obtained OKCOM
REQ 3.11.011	Payment Approval	The system must identify to the approver any payment request that was completed by someone other than the person who will receive payment.	Review	Transaction History	Current	Essential	OKCOM
REQ 3.11.012	Payment Approval	The system must identify to the approver any payment request that differs from the standard reimbursement rate.	Enter & Validate Data	Rates - ?? WHAT RATES? SPLIT	Current	Essential	Need to determine what reimbursement business rules will be adopted and incorporated into the system, such as: <ul style="list-style-type: none"> <li>Agency policy</li> </ul>

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							<ul style="list-style-type: none"> <li>• OFM policy</li> <li>• Federal policy</li> </ul> Note: Difference in opinion for priority (high vs. essential)  OKCOM
REQ 3.11.013	Payment Approval	The system must identify to the approver any payment request that cannot be validated against a reimbursement rate.	Enter & Validate Data	Rates - ??? WHAT RATES?	Feature	High	Example – Current system does not have out-of-state rates. OKCOM
REQ 3.11.014	Payment Approval	The system must identify to the approval and fiscal users, payment requests that are ready for review, approval and account- coding.	Review	Outstanding Workload	Current	Essential	OKCOM
REQ 3.11.015	Payment Approval	The system must allow the fiscal user to determine when new payment requests will be displayed on their screen.	Review	Outstanding Workload	Current	High	Refresh Button OKCOM
REQ 3.11.016	Payment Approval	The system must notify the requestor or preparer of the payment request when an approver has changed the payment amount.	Change Data	Payment Amount	Current	Essential	OKCOM
REQ 3.11.017	Payment Approval	The system must apply the business rules for out-of-state travel and travel advance payments by requiring employees to have received pre-approval from their agency head or designee before disbursement is made.	Enter & Validate Data	Pre-approval	Feature	Essential	BR-10.006 Prior Authorization OKMOD – differing views on use of pre-approval
REQ 3.11.018	Payment Approval	The system must apply the business rules for out-of-country travel by	Enter & Validate Data	Pre-approval	Feature	Essential	BR-10.007 Prior Authorization

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		requiring employees who work for an agency that report to the governor to have received pre-approval from the governor before disbursement is made.					OKMOD
REQ 3.11.019	Payment Approval	The system must apply the business rules for out-of-country travel by requiring employees who work for an agency that report to a governing body to have received pre-approval from the governing body before disbursement is made.	Enter & Validate Data	Pre-approval	Feature	Essential	BR-10.008 Prior Authorization OKMOD
REQ 3.11.020	Payment Approval	The system must allow the fiscal group to change the data.	Change Data		Current	Essential	Fiscal Group OKCOM  Comment: Some agencies would like to change Misc/Other expenses.
REQ 3.11.021	Payment Approval	The system must indicate to users if the payment request has been successfully transferred to AFRS or another agency general ledger and payment system.	Notification	Accounting System Processing	Feature	Medium	This would be dependent on the system. OKMOD
REQ 3.11.022	Payment Approval	The system must create an indicator for differences from the standard reimbursement rates. This feature must be configurable by agency.	Enter & Validate Data	Rates – WHAT RATES? SPLIT?	Feature	High	OKCOM
<b>REQ 3.12</b>	<b>Manage Workflow</b>						
REQ 3.12.001	Manage Workflow	The system must allow the approval and payment workflow process to occur within an agency.	Routing	Agency Bounds	Current	Essential	OKCOM
REQ	Manage	The system must allow for different	Routing	Agency Bounds	Current	Essential	Example: Agencies have

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
3.12.002	Workflow	workflows / routing processes for each agency.					centralized or decentralized fiscal groups that review, approve and code travel vouchers. OKCOM
REQ 3.12.003	Manage Workflow	The system must allow for workflow to occur between agencies.	Routing	Cross Agencies	Feature	High	Pre-approval BR-10.007 Comment: Pay other agency employees; Accommodate employees moving between agencies; Board members as employees of other agencies  OKCOM
REQ 3.12.004	Manage Workflow	The system must allow the preparer or requestor to determine which authorized approver they would like to route the payment request to.	Routing	Authorized Approver	Current	Essential	OKCOM
REQ 3.12.005	Manage Workflow	The system must allow approvers to route the payment request back to the preparer or requestor receiving the payment or a prior approver with an e-mail notification to the preparer or requestor	Routing	Approver Capability	Feature	Essential	Comment: Select who to send request back to  ISS Technical issue to get requestors name in e-mail OKCOM
REQ 3.12.006	Manage Workflow	The system must be able to restrict a preparer's or requestor's initial submittal for pre-approval, pre-payment or reimbursement to an authorized approver.	Roles & Responsibilities Assignments	Authorized Approvers	Current	Essential	OKCOM
REQ 3.12.007	Manage Workflow	The system must allow an approver to route a payment request to another approver.	Routing	Approver Capability	Current	Essential	OKCOM

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.12.008	Manage Workflow	The system must allow fiscal users to update and reroute transactions up until the point that the transactions are released to the accounting system for payment.	Routing	Fiscal User Capability	Feature	Essential	Example: Routing between review screen & batch screen OKCOM
REQ 3.12.009	Manage Workflow	The system must allow an agency or system administrator to route a request to any active user.	Routing	Admin Capability	Current	Essential	OKCOM
REQ 3.12.010	Manage Workflow	The system must allow an agency or system administrator to route a pending payment or approval request to any active user.	Routing	Admin Capability	Current	Essential	OKCOM Comment: meant to resolve misrouted vouchers
REQ 3.12.011	Manage Workflow	The system must allow a system administrator to route a payment from 'Paid' status to 'Unpaid' status.	Routing	System Admin Capability	Current	Essential	Dependent on architecture & interface for payments  OKCOM  Example: Allowing agencies to resubmit travel vouchers because of AFRS unable to process.
REQ 3.12.012	Manage Workflow	The system must display to the user the 'status' of the request before and after the routing process.	Reports & Queries	Status Display	Current	Essential	Example: unsubmitted, submitted, approved, etc. (And items needing action are in bold) OKCOM
REQ 3.12.013	Manage Workflow	The system must log and display to all users, any edits or changes made to a pre-approval, pre-payment or reimbursement request not performed by the original author after the initial submission.	Transaction History	Logging SPLIT Display History	Feature	Essential	My Travel screen- History Button Some changes are now shown under the comments section. OKCOM
REQ	Manage	The system must allow the agency	Roles &	Admin Capability	Feature	Essential	This will allow the delegated

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
3.12.014	Workflow	administrator to delegate authority to another approver when the current approver is not available. Notification should be sent to the delegated authority and original approver.	Responsibilities Assignments				authority to act on requests in the original approver's queue.  Are there audit issues with this practice?  OKCOM
REQ 3.12.015	Manage Workflow	The system must provide notification to the delegated approver that there are vouchers for review in the original approver's queue.	Notification	Approver	Feature	Essential	OKCOM
REQ 3.12.016	Manage Workflow	The system must notify the original approver when the delegated approver completes any action.	Notification	Approver	Feature	Essential	OKCOM
REQ 3.12.017	Manage Workflow	The system must allow multiple approvers the ability to access and review any pending payment requests, but must restrict approval and changes of a request to only one approver at a time.	Review	Single User Changes	Feature	Essential	OKCOM
<b>REQ 3.13</b>	<b>Report / Query Information</b>						
REQ 3.13.001	Report / Query Information	The system must provide a method for the user to print selective input information used to process pre-approval, pre-payment or reimbursement requests.	Reports & Queries	Single Transaction	Current	Essential	Example – For travel, this would include printing a travel voucher and all the associated itinerary and accounting information.  Further discussions will determine makeup and nature of reports.

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
							OKCOM
REQ 3.13.002	Report / Query Information	The system must allow the user to print help information.	Print Information	Help	Current	Essential	OKCOM
REQ 3.13.003	Report / Query Information	The system must provide a method for the user to print the workflow of a request that is in the process of being paid.	Reports & Queries	Single Transaction	Feature	Essential	History Button – ‘My Travel’ screen  Currently to Print – need to copy and paste into application that can print such as Microsoft ‘Word’.  OKCOM
REQ 3.13.004	Report / Query Information	The system must provide a method for the user to print policy exceptions, as they relate to a payment request.	Reports & Queries	Single Transaction	Feature	High	Flags  Flags are currently displayed on the printed travel voucher, if the option is chosen.  OKCOM
REQ 3.13.005	Report / Query Information	The system must provide a method for a preparer or requestor to print a list of the requestor’s requests that have been submitted for approval.	Reports & Queries	List	Feature	Essential	All Users OKCOM
REQ 3.13.006	Report / Query Information	The system must provide a method for an approver to print requests that have been submitted to them for approval.	Reports & Queries	List	Feature	Medium	Manager / Fiscal Review (Individual Voucher) OKCOM
REQ 3.13.007	Report / Query Information	The system must provide a method for a preparer or requestor to print a list of the requestor’s requests that have been paid.	Reports & Queries	List	Feature	Essential	Administrators and Fiscal can do currently, Added Feature for Approvers, Preparers and Requestors. OKCOM Comment: priority differs by

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
							role; need to decide what to print
REQ 3.13.008	Report / Query Information	The system must provide a method for a preparer or requestor to print a list of the requestor's requests that have been denied.	Reports & Queries	List	Feature	Essential	All Users OKCOM Comment: same issue as 3.13.007
REQ 3.13.009	Report / Query Information	The system must have a search and query capability of every field based on user roles.	Reports & Queries	User Roles & Querying	Current	Essential	TVS Quick Query Builder  Is Description still necessary? Now generally used as a date field (Month & Year)  NOTE: Currently with TVS a list of vouchers are provided after initiating the query and then each voucher needs to be opened up to provide itinerary and accounting information.  The data model will define the data fields available for query and reporting.  OKCOM
REQ 3.13.011	Report / Query Information	The system must allow a system administrator to query and provide a list of all active and inactive users on the system.	Reports & Queries	List	Current	Essential	OKCOM
REQ 3.13.014	Report / Query Information	The system must provide a method for an approver to print a list of requests that have been paid.	Reports & Queries	List	Feature	Essential	List of the approver's requests or of anyone's? OKCOM

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.13.015	Report / Query Information	The system must provide a method for an approver to print a list of requests that have been denied.	Reports & Queries	List	Feature	Essential	List of the approver's requests or of anyone's? OKCOM
REQ 3.13.016	Report / Query Information	The system must provide a method for fiscal to print requests that have been submitted to them for approval.	Reports & Queries	List	Feature	Medium	OKCOM
REQ 3.13.017	Report / Query Information	The system must provide a method for fiscal to print a list of requests that have been paid.	Reports & Queries	List	Feature	Medium	OKCOM
REQ 3.13.018	Report / Query Information	The system must provide a method for fiscal to print a list of requests that have been denied.	Reports & Queries	List	Feature	Medium	OKCOM
REQ 3.13.019	Report / Query Information	The system must have the ability to create reports and configure and save templates at the agency level.	Reports & Queries	Summary Reports	Feature	Essential	OKCOM
REQ 3.13.020	Report / Query Information	The system must be capable of creating electronic reports.	Reports & Queries	<Basic Reporting>	Feature	Essential	OKCOM
<b>REQ 3.14</b>	<b>System Help</b>						
REQ 3.14.001	System Help	The system must allow any user to request online, interactive help from any screen in the system.	Help		Feature	Essential	Current Travel System has help hyperlinks on most screens  OKCOM Comment: via "Help" button
REQ 3.14.002	System Help	The system must display information pertinent to the screen the user was on when help was requested.	Help		Current	Essential	OKCOM
REQ 3.14.003	System Help	The system must have an online help feature with content configurable by agency.	Help	Configurable	Feature	Essential	Agency administrator would be given access to help screens via the OFM system

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
							administrator.  OKCOM
REQ 3.14.004	System Help	The system must respond to a user's request for help by displaying information in a window different from the window the user is working in.	Help	Windows	Current	Essential	OKCOM
REQ 3.14.005	System Help	The system must provide an online comprehensive tutorial on how to use the system.	Help	Tutorial	Current	Essential	OKCOM
REQ 3.14.006	System Help	The system must provide an online overview of the system features and a summary of the various screens and their functions.	Help		Current	Essential	OKCOM
<b>REQ 3.15</b>	<b>Broadcast Message</b>						
REQ 3.15.001	Broadcast Message	The system must allow a system administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.	System Message	System-wide	Feature	Essential	System administrator would grant permission to agency administrators to change help screen for their agency.  Scrolling message now used on 'My Travel' screen. OKCOM
REQ 3.15.002	Broadcast Message	The system must allow an agency administrator to initiate and change a message to appear on each user's welcome screen and to stop the display when it is no longer needed.	System Message	Agency-wide	Feature	Essential	OKCOM

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
<b>REQ 3.16</b>	<b>Policy Exceptions – System Notification</b>						
REQ 3.16.001	Policy Exceptions – System Notification	The system must notify the user when a policy exception has occurred in completing a payment request.	Enter & Validate Data	Policy Exceptions	Current	Essential	Lodging BR-10.010 Meals BR-10.011 ISS
<b>REQ 3.17</b>	<b>Maintenance of User Information</b>						
REQ 3.17.001	Maintenance of User Information	The system must allow an agency or system administrator to assign and remove access / permission levels for users.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	Suggested change: The administrators should be able to assign and remove users from roles. It is the role that is given various permissions. The permissions would not be assignable user by user.  ISS – agree with suggested change
REQ 3.17.002	Maintenance of User Information	The system must allow an agency or system administrator to enter and/ or change user profile information.	Admin	Profile	Current	Essential	Current default functionality of TVS. Refer to data model that profiles the data elements.  OKCOM
REQ 3.17.003	Maintenance of User Information	The system must allow an agency or system administrator to delegate who can prepare a request for approval or payment on behalf of someone else (another user).	Roles & Responsibilities Assignments	Approver	Current	Essential	OKCOM
REQ 3.17.004	Maintenance of User Information	The system must prevent recorded transaction activity for pre-approval, pre-payment or reimbursement from being deleted from the system.	Admin	Delete Transaction Data	Current	Essential	If no transaction activity, then Ok for administrator to <u>delete</u> . <u>Allow admin to delete users</u>

## Functional Requirements List

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### 3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
							<u>with no activity?</u> <u>Requirement as written may</u> <u>go somewhere else.</u> <u>ISS</u>
REQ 3.17.005	Maintenance of User Information	The system must allow an agency or system administrator to create a group of users that can prepare pre-approval or reimbursement requests on behalf of someone else (another user).	Roles & Responsibilities Assignments	Preparer	Current	Essential	OKCOM
REQ 3.17.006	Maintenance of User Information	The system must allow an agency or system administrator to remove a user from a preparer or fiscal group.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	OKCOM
REQ 3.17.007	Maintenance of User Information	The system must allow an agency or system administrator to create a group of fiscal users that can review and code payment requests.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	OKCOM
REQ 3.17.008	Maintenance of User Information	The system must allow an agency or system administrator to inactivate a preparer or fiscal group.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	OKCOM
REQ 3.17.009	Maintenance of User Information	The system must allow an agency or system administrator to reactivate an inactive group or inactive user account.	Roles & Responsibilities Assignments	Role Assignment	Current	Essential	Ability to use system OKCOM
<b>REQ 3.18</b>	<b>Travel Reservations</b>						
REQ 3.18.001	Travel Reservations	The system must allow for a preparer or requestor to make travel reservations for: <ul style="list-style-type: none"> <li>Airlines</li> <li>Hotels</li> <li>Cars</li> </ul>	Travel Reservations		Feature	Medium	OKMOD Where will we be when we go out for implementation?

Functional Requirements List

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3. TVS System Features

ID	Function	Requirement	Activity	Sub-Activity	*Status	**Priority	***Comments
REQ 3.18.002	Travel Reservations	The system must be able to restrict the purchase of airline tickets to the state charge card system.	Travel Reservations		Feature	Essential	BR 10.004 OKCOM Where will we be when we go out for implementation?

**\*STATUS:**    **Current = Functional in the current TVS system.**  
                  **Feature= Not currently available within the current TVS system.**

**\*\*PRIORITY:**       **The types are:**  
                          **Essential, High, Medium, Low**

**\*\*\*COMMENTS:**   **OKCOM = This requirement is correct. We can probably implement it in a common fashion.**  
                          **OKMOD = This requirement is correct. However, there are differences agency by agency that will probably require unique processes or customized implementations.**  
                          **ISS = There are issues with this requirement that need resolution.**  
                          **INFO = We need to get more information about this requirement.**  
                          **DEL = Delete this requirement.**